

Facilities, Support Services and Technology Committee
November 18, 2009
Minutes

Present: J. Artiss, P. Parajuli, T. Reddy, T. Stemmler, D. Charbonneau, J. Sawasky, D. Golodner, T. Roumayah, B. Madigan, J. Whittum-Hudson

Guest: D. Hubbard, J. Sears, D. Wrench

Absent with Notice: K. Browne, J. Lanza, T. Somers

Absent: S. Peters, D. Rappolee, D. Wildman, T. Allen, T.R. Reddy, N. Sarhan

Meeting began at 2:00pm.

With regard to the issue of classroom cleanliness, James Sears, Assoc. VP, Facilities Planning and Management began the meeting by explaining that both the Director and the Associate Director of custodial services left the university within 24 hours of each other in early October. He proceeded to introduce Donald Wrench who is filling these positions on an interim basis. Mr. Wrench acknowledged that there were a large number of problems that he is trying to identify and understand. He has made State Hall a priority as he recognizes that the hallways and classrooms have been a problem in the past. The floors are now being mopped Monday, Wednesday and Friday and staff have been shifted in order to address the classrooms. He recognized that the elevators have also been cause for concern. Washrooms are focused on during the third shift. Due to concerns about the spread of influenza, hand sanitizers have been installed at all entrance ways and his staff have been instructed to spend extra time with the touch surfaces such as keyboards, door knobs and desktops. He has organized group meetings with his staff and walk throughs with his supervisors. He is working on additional training for his staff. Tasks and work schedules are under review. Mr. Wrench praised his staff and stated that he was of the belief that many of the issues have been management issues. T. Roumayah expressed concerns over the washrooms in the high traffic lecture halls. Ms. Roumayah offered to explore creating a "Where's there a problem" page on the student council web site.

Mr. Sears requested that he and Mr. Wrench be invited to the next FSST meeting. The Chair extended the invitation. Mr. Sears left the meeting for another meeting. Mr. Wrench answered a few more questions and he too left.

The minutes of October 21, 2009 were approved.

J. Whittum-Hudson expressed concerns regarding an apparent disconnect or lack of communication between the Development Office and the various Public Relations offices within the University. Judith and Joe Sawasky agreed to work together on this matter and to report back to the committee at the December meeting.

D. Hubbard presented an update on the status of faculty training with the Blackboard system (please see attached). The frequency of distribution of the *Blackboard Insider* newsletter has been increased from monthly to three times monthly. A "Blackboard Squad" has been created that will go to all buildings on campus to discuss issues with Blackboard. Once again the matter of deferred hardware replacement was raised. Pipeline was updated last summer, Blackboard over Thanksgiving and Banner is scheduled to be replaced next Spring. C&IT is attempting to re-direct resources away from administrative tasks and towards academic and research.

Meeting Adjourned at 3:13pm

Next Meeting: December 16, 2:00 pm, Rm. 1270 FAB